

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 75-01

Subject:

DATE: 10/22/98

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**RECYCLABLE MATERIALS PROGRAM FOR THE
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

1. PURPOSE. This directive establishes policies and assigns responsibilities for establishing a Qualified Recycling Program (QRP) at the Federal Law Enforcement Training Center (FLETC) for non-industrial scrap in compliance with Executive Order (E.O.) 12873, "Federal Acquisition, Recycling, and Waste Prevention". Procedures will be provided in the FLETC Recycling Standard Operating Procedures (SOP).

2. SCOPE. This directive applies to all FLETC and agency staff, students, and contractors.

3. AUTHORITIES.

a. E.O. 12873, "Federal Acquisition, Recycling, and Waste Prevention, dated October 20, 1993, (59 FR 54911).

b. Solid Waste Disposal Act, Public Law (PL) 89-272, 79 Stat. 997, as amended by the Resource Conservation and Recovery Act (RCRA); PL 94-580, 90 Stat. 2795, as amended (42 United States Code (U.S.C.) 6901-6907); Public Law 98-616, Title III, Section 301.

4. REFERENCES. Treasury Directive 75-07, Federal Acquisition, Recycling, and Waste Prevention.

5. BACKGROUND. EO 12873 provides legislative incentives for Federal installations that operate a QRP which will reduce waste streams, prevent pollution, and conserve natural resources. It provides for the return of 100 percent of the proceeds from the sale of recyclable scrap/waste material which can then be used for FLETC programs and environmental projects.

6. DEFINITIONS. (a. and b. as found in E.O. 12873.)

a. Recyclable materials are those normally discarded materials which may be reused after physical or chemical processing. Examples of these saleable materials include:

(1) Ferrous scrap (contains a high iron content); e.g., heavy melting steel, light steel boring and turnings, and total steel.

- (2) Nonferrous scrap; e.g., aluminum, brass, copper, bronze, lead, and zinc.
 - (3) Nonmetallic scrap; e.g., textiles, rubber, plastics, petroleum products (used oil), wood and paper products (e.g., paper, computer paper, IBM cards, cardboard, and cardboard containers).
- b. Non-recyclable materials include, but are not limited to, the following materials:
 - (1) Precious metal-bearing scrap.
 - (2) Items that may be used again for their original purpose or functions without any special processing; e.g., used vehicles, vehicle or machine parts, electrical components, unopened containers, unused oil/solvent, furniture, filing cabinets, etc.
 - (3) Any discarded material that must undergo demilitarization or mutilation prior to sale.
- c. Recyclable Materials Sales Program (RMSP): The plan which establishes, controls, and oversees the handling and sales of recyclable materials.
- d. Qualified Recycling Program: A program designed to take advantage of legislative incentives for federal installations to operate programs that will reduce waste streams, prevent pollution, and conserve natural resources. The incentive is the return of proceeds from the sale of recyclable materials to help support department activities and to finance pollution abatement, energy conservation, and occupational safety and health projects.

7. POLICIES.

- a. The official FLETC QRP is the managing activity and the only authorized recycling collection agent for the FLETC. Other recycling programs, regardless of charity or purpose for fund raising, are allowed only with the endorsement of the RMSP Planning Board and with specific approval of the Director, FLETC.
- b. The RMSP Planning Board will be composed of the following personnel:
 - (1) Chief, Environmental and Safety Division (EVS), Chairperson.
 - (2) The Associate Director of Planning and Resources; Associate Director for Training; Assistant Director for Planning and Resources; Assistant Director for Training; Assistant Director for Training Support; Assistant Director for State, Local, and International

Training; and Assistant Director for Artesia Operations; or their representatives.

- (3) Public Affairs Officer.
- (4) Comptroller, FLETC.
- (5) Chief, Facilities Management Division (FAC).
- (6) Chief, Procurement Division (PRO).
- (7) Chief, Property Management Division (PMD).

c. Individuals, contractors, and special interest groups are not permitted to access Government waste containers to remove recyclable materials, nor are they authorized to establish recycling programs.

8. RESPONSIBILITIES.

a. The Associate Director, Planning and Resources (AD/APR), will serve as the Bureau Environmental Executive.

b. The Bureau Environmental Executive shall submit an annual report by October 30 on Bureau waste reduction, recycling, and affirmative procurement program activities through the Director to the Deputy Assistant Secretary (Departmental Finance and Management).

c. FLETC Assistant Directors, Agency Representatives, and contractors will

(1) Disseminate the contents of this instruction to all personnel concerned and monitor compliance with its provisions.

(2) Designate, in writing within 30 days of issuance of this directive, a recycling coordinator for their area of responsibility who will be responsible for ensuring compliance with the SOP "Procedures for Recycling Materials at the FLETC" provided by the Environmental Branch.

(3) Forward a copy of the appointment letter to the Associate Director, Planning and Resources.

d. The RMSP Planning Board will

(1) Meet at least quarterly, or as required, to plan and coordinate the FLETC Recyclable Materials Program and provide minutes of the meetings to the Bureau Environmental

Executive, RMSP Board members, and others as appropriate.

(2) Review and recommend to the Director projects to be implemented from the Recycling Materials Holding Account Assets.

(3) Provide program and fiscal oversight for the RMSP.

e. The Public Affairs Officer will provide/assist with the promotion/publicity of the RMSP's and the FLETC's related goals, objectives, and accomplishments.

f. The Chief, EVS, will

(1) Serve as the single manager for the QRP and Chairperson of the RMSP Planning Board.

(2) Appoint an EVS official as the FLETC Recycling Coordinator.

(3) Provide procedures on the collection and handling of recyclable materials.

(4) Review records maintained by PMD concerning quantities and types of materials turned in for sale under the RMSP.

(5) Initiate projects/programs to be funded with proceeds from the RMSP. Such projects will require the approval of the RMSP Planning Board.

g. The Comptroller, FLETC, will

(1) Perform an annual economical analysis during the last quarter of the fiscal year on industrial fund scrap to determine cost effectiveness of the QRP; and Report to the RMSP Planning Board which materials may be screened for recycling under the non-industrial RMSP fund.

(2) Establish/maintain financial accounting records, procedures, and supporting documents for funds received/disbursed from the sale of recyclable materials.

(3) Ensure that the costs of operations, maintenance, and overhead for processing/handling recyclable materials are deducted and reimbursed to the appropriate FLETC account(s) prior to disbursement of funds for other purposes.

(4) Ensure the balance of proceeds from the sale of recyclable materials is expended per Paragraph 9.

- h. The Chief, PMD, will
 - (1) Serve as technical advisor to the RMSP Planning Board for recyclable materials.
 - (2) Provide the QRP Manager with technical advice and suggestions for ways to increase proceeds.
 - (3) Provide training for material sorters.
 - (4) Maintain records of quantity/types of materials turned in and sold for recycling.
- i. The Chief, FAC, will
 - (1) Develop an annual priority list of projects that meet the criteria for funding from the sale of recyclable materials which are consistent with the FLETC Master Plan, Minor Construction and Maintenance List, and/or the RMSP.
 - (2) Coordinate design/construction of projects selected for funding from recyclable materials account.
- j. The Chief, PRO, will administer all recycling facility contracts.

9. PROCEEDS FROM SALE OF RECYCLABLE MATERIALS.

- a. Accumulation of recyclable funds is not affected by the end of the fiscal year; funds may be carried forward and merged with proceeds of subsequent years.
- b. Sale proceeds shall first be credited to cover the cost of operations, maintenance, and overhead for processing and handling the recyclable materials, including the costs of equipment purchased for the program.
- c. The Director, based on recommendations of the RMSP Planning Board, will determine the amount of proceeds to be transferred directly to the acquisition, waste reduction and prevention, and recycling programs as described in E.O. 12873, including any such programs adopted prior to the effective date of the E.O. Also covered are other employee programs as authorized by law or as deemed appropriate by the head of the Federal agency. Other Federal agency environmental management programs (e.g., development and implementation of hazardous waste management and pollution prevention) are not covered by this directive.

10. REPORTING REQUIREMENTS. The FLETC Environmental Executive shall submit an annual report by October 30 on FLETC waste reduction, recycling, and affirmative procurement program activities to the Deputy Assistant Secretary (Departmental Finance and Management).

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11. OFFICE OF PRIMARY INTEREST. Environmental and Safety Division, Office of Planning and Resources.

W. Ralph Basham
Director